

PARK, RECREATION AND COMMUNITY SERVICES BOARD MINUTES

THURSDAY, APRIL 8, 2010

A regular meeting of the Park, Recreation and Community Services Board was held in the Council Chambers in City Hall of Burbank 275 East Olive Avenue, Burbank, California. The meeting was called to order at 6:04 pm by Whit Prouty, Chairperson.

ROLL CALL

Present Members Prouty, Ferguson, DePalo, Layfer, Yegparian (6:09)

Absent... None

Staff Present... Director Chris Daste, Deputy Director Jan Bartolo; Administrative Officer Johnathan Frank, Acting Recording Secretary Paula Ohan

APPROVAL OF MINUTES

Minutes approved for March (passed 3-0, Mr. Ferguson abstained)

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited

WRITTEN COMMUNICATIONS

Providencia Elementary School children submitted Arbor Day artwork and letters.

ORAL COMMUNICATIONS

None

ANNOUNCEMENTS

Upcoming events were announced.

NEW BUSINESS

1. Park Patrol Report

Ms. Bartolo and Sgt. Dilibert reported on the status of the Park Patrol program. Over the last 20 years, the Police Department has funded a variety of programs to help meet the needs of the community and park patrons. The Park Patrol program has been served by volunteers, park rangers, and police officers. Its primary responsibility has been to keep park patrons safe and secure. Park Patrol has allowed for rapid response to threatening situations where an immediate response is critical. Another important factor in the program is consistency since it is key that the Officer become familiar with programs and staff at the individual parks patrolled. This helps develop a good partnership and strong communication between park and Police staff. At times, the individual assigned to the program may aid in securing gates and facilities (although the contractors now do this), and has been responsive to particular problems with graffiti or other park issues (such as irrigation). Due to budget reductions in the past couple of years, the position has been limited to individual Officers willing to take overtime with no definitive assignment made. Given these circumstances, the primary focus is to document unusual incidents in the parks, and try to ensure their closure and general safety. The Police Department is going forward with five discussion items that were reviewed at last months meeting. The figures presented were estimates and subject to modification.

The Boardmembers were all supportive of a continued program. They recognized the invaluable service Park Patrol provides to the community by making the parks safe. They discussed the different options presented by the Police Department. After extensive discussions, they concluded that a uniformed presence was necessary and felt that the PRCS Department could contribute to the cost by implementing a user fee. They felt that this fee could potentially create a revenue source to subsidize the program on an on-going basis and directed staff to write a letter to City Council asking that the item be placed on their agenda on behalf of the board.

ACTION Move forward with a letter to City Council requesting that an agenda item for the discussion of this issue be placed on their calendar

1. Overview of Proposed Fiscal Year 2010-2011 Budget

Mr. Frank reviewed the proposed fiscal year 2010/11 Budget process. The 5% mandatory budget reduction for our department totals \$625,781. These reductions must be durable and have a minimal impact to the public. Some proposed reductions include: a reduction in the City's cash donation to the Rose Float (\$6,700); a reduction in the City's cash donation to Burbank on Parade (\$1,350); consolidation of Halloween carnival events (\$1,000); reductions in private contractual services (\$22,000); reductions in printing (\$749); reductions in staff hours, position adjustments and not filling vacant positions (\$438,639). Proposed program eliminations include: elimination of weekly lunches at Summer daze camp (\$7,200); elimination of Veterans Day flyover (\$3,000). Some revenue enhancements included new administrative fees for classes, Starlight Admission fee increases, birthday part package increases, facility rentals, extended care weekly rate increase, and the addition of an administrative fee for senior bus trips. The proposed reduction scenario for changes would total \$626,730, which includes a surplus of \$949. Material, Services and Supplies exception requests include

\$12,000- BUSD Joint Use Agreement (custodial services) and \$5,000 for the aerial fireworks display at the Starlight Bowl's July 4th concert. Some proposed Capital Improvement Projects included \$500,000 for Johnny Carson Park and \$30,000 for Tennis Center improvements. The PRCS City Council budget study session is scheduled for May 18, final decision making is scheduled for May 27, the public hearing is on June 1 with the adoption of the budget to take place on June 8, 2010.

ACTION Return in April with more details on program expectations in order for the Board to provide input.

OLD BUSINESS

1. City Council Agenda Items

Mr. Daste reported on the following City Council items: March 30- City Council approved to consolidate senior nutrition congregate meal program; youth program funding options reallocated youth endowment holding account and peacebuilders program; prcs budget study session may 18.

ACTION Note and File

REPORTS

1. Advisory Council

Ferg- attend disabled- re safety issues and long term planning for fire department.

App- approved proposed art piece verdugo and Kenneth. Selected winner for banner design contest. His student artwork will be shown on tower of bh airport.

Myt- funding was again allocated.

Whit- greens comm. Mtg- 3 of tee boxes are open. Irrigation system under construction.

Youth board- worked on spring eggstravaganza and donated proceeds to relay for life. National honor society is going to make donation to youth board to help with pack for success. Looking for new members and assignments for new school year.

Centennial committee- started prelim discussion on celebration for community.

1. **Advisory Council on Disabilities** - Mr. DePalo reported that the BAF is currently surveying local agencies regarding officials' fees. Burbank's fees are lower than many other municipalities. The possibility of raising these fees is being looked into, as is providing more training for officials.

Mr. Daste shared that, in light of recent issues between officials and players, Ms. Garcia has conducted staff meetings addressing the best methods of engaging individuals, diffusing situations, and handling challenging situations. She will provide a report in the future on how Sports office staff handles these instances.

ACTION Note and File

2. **Youth Board**- Mr. Prouty reported that the Board is accepting applications for the Austin Cook Award and they will be involved in the Easter Eggstravaganza's Bunny Booth.

ACTION Note and File

ADDITIONAL COMMENTS FROM AUDIENCE

None

ADDITIONAL COMMENTS FROM BOARD AND STAFF

None

ADJOURNMENT

The meeting adjourned at 8:08 pm.

CHAIR: _____

Date: _____

SECRETARY: _____ **Date:** _____